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1 Oct. 1968

**MEMORANDUM FOR: Acting Director of Planning, Programming
and Budgeting**

SUBJECT : Functions and Activities - Office of Security

As requested, attached is an Organizational Chart showing
the components of the Office of Security and a Functional State-
ment describing the functions and activities of each component.

/s/
Howard J. Osborn
Director of Security

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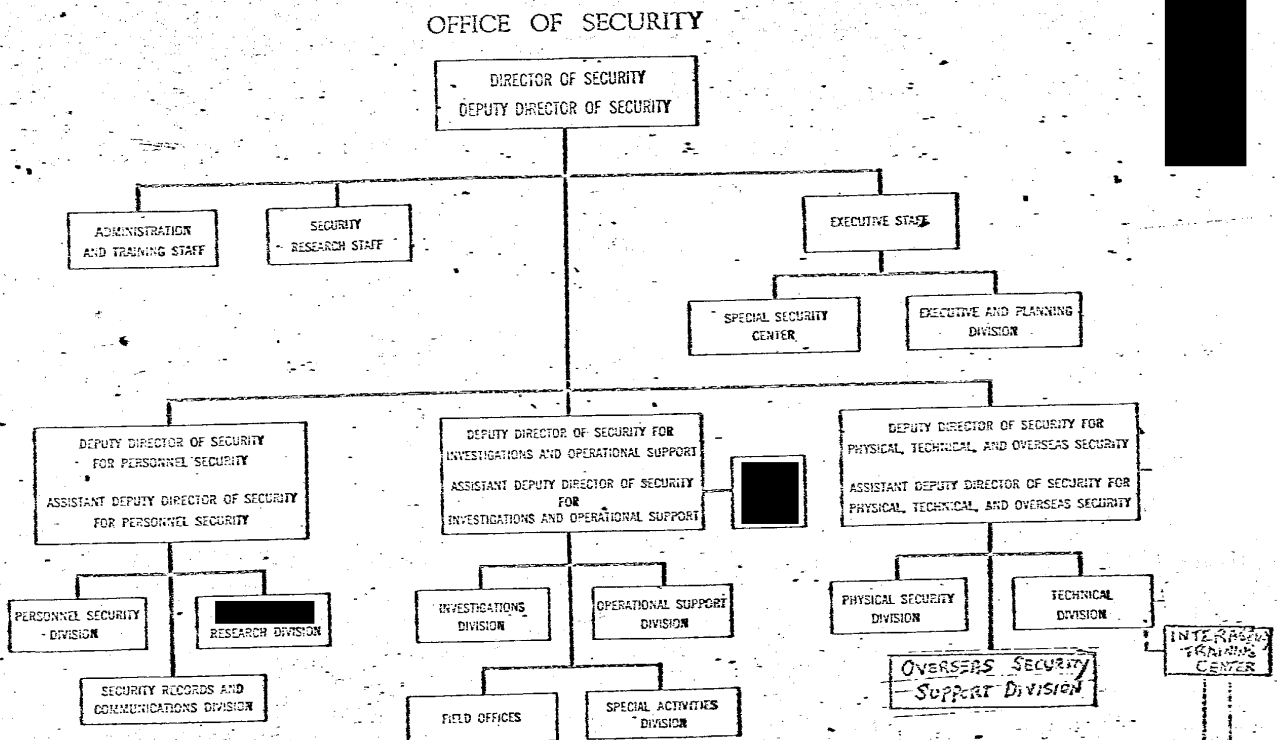
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OFFICE OF SECURITY FUNCTIONAL STATEMENT

Office of the Director

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates, through investigation, technical interrogation and liaison contact with other U. S. agencies, pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counter-intelligence programs; establishes physical security safeguards for Agency establishments; determines the effectiveness with which security programs and policies are being accomplished and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

25X1A The Director of Security institutes, implements and conducts technical [redacted] programs for 25X1A the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; investigates reports of security violations and noncompliance with security policies or regulations; makes necessary inspections, investigations, and reports to assure proper maintenance of security; conducts certain activities pertaining to over-all [redacted] program; conducts research in security fields; provides security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance and assistance for the development of similar overseas programs; develops security policy and standards for the establishment and maintenance of security of Agency industrial contractual arrangements.

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Office of the Director (Cont'd)

The Director of Security, as Chairman of the Security Committee of the United States Intelligence Board (USIB), initiates appropriate investigative action and damage assessments in the event of an unauthorized disclosure affecting U. S. intelligence sources and methods; and advises the U. S. Intelligence Community on security matters of concern and promotes uniform security standards and practices within the community. CSSC

Executive Staff

25X1A The Executive Staff serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components and provides Office of Security support and alternate member to the Security Committee of the United States Intelligence Board. The Staff establishes security policy for a sensitive interdepartmental intelligence collection program; provides for the delegation of security responsibility to the various departments and agencies who participate in the program; conducts surveys of certain activities of such departments and agencies; effects [REDACTED] which require investigation and/or possible action by the Security Committee of USIB.

The Executive Staff furnishes security guidance, concerning matters dealing with the public release of information, to the director of a sensitive intelligence gathering program. This guidance represents the position of the DCI as developed by the Staff and approved by the Director of Security. The Staff prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information; prepares or coordinates Agency policies, procedures, regulations and issuances of a security nature; serves as the focal point for the coordination of action papers which transcend major Office of Security organizational components; provides security policy for the maintenance of two interdepartmental, compartmented security control systems and determines whether or not these policies are being followed by other departments and agencies concerned; provides the

Executive Staff (Cont'd)

security advisor to a compartmented committee of USIB; monitors individual briefings and debriefings for compartmented security programs operating within the CIA and the intelligence community. As appropriate, conducts such briefings and debriefings within the CIA, the Executive Office of the President and other departments and agencies, not represented on USIB.

The Executive Staff provides the DCI representative on the National Military Information Disclosure Policy Committee (NDPC); recommends the security position on proposed releases of National Intelligence Estimates to foreign governments; furnishes security policy advice on proposed legislation, Executive Orders or other issuances concerning matters of Agency security interest. The Staff conducts special security studies on matters having security policy implications and recommends action, as appropriate, to the Security Committee of USIB; prepares Office of Security reports on plans, production, progress, and objectives; functions as the overall staff for ADP planning and policies; provides ADP representation on Agency and interdepartmental committees; provides CIA security support planning for war and emergency situations; develops Office of Security emergency plan and provides executive administration of such plan; conducts special inspections for the Director of Security and maintains appropriate liaison with other government departments and agencies on matters of security policy concern. ✓

Executive and Planning Division

The Executive and Planning Division serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components; prepares and/or coordinates Agency policies, procedures, regulations, and issuances of a security nature; serves as the focal point for the coordination of action papers which transcends major Office of Security organizational components; furnishes security policy advice on proposed legislation, Executive Orders or other matters of Agency security interest; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate; and prepares Office of Security reports on production, progress, and objectives; administers the Office of Security Records Management Program in accordance with [REDACTED]

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The Division provides CIA security support planning for War and Emergency situations; develops Office of Security emergency plans and provides executive administration of such plans; conducts studies, ✓

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Executive and Planning Division (Cont'd)

initiates policy recommendations and maintains liaison within the Office of Security and other CIA components in the field of automation; conducts sensitive inspections for the Director of Security and maintains appropriate liaison with other government agencies and departments on matters of security policy concern; provides the Executive Secretariat to the Security Committee of the United States Intelligence Board; [REDACTED]

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Security Committee of USIB; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate to the USIB Security Committee, and prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information.

The Division provides the Alternate DCI Member on the National Military Information Disclosure Policy Committee (NDPC); coordinates NDPC policy matters and related papers having world-wide implications with the major CIA components; recommends the CIA position on proposed releases of National Intelligence Estimates and information to foreign governments; and visits foreign governments for the purpose of conducting surveys of their security programs.

Special Security Center

The Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; formulates procedures for the implementation of this security policy on a community-wide basis; assures these programs the maximum protection by the application of uniform compartmented security control systems from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products; conducts in depth surveys and inspections as are required to develop policy requirements; conducts independently and in coordination with other agencies periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; monitors news media to keep currently informed

Special Security Center (Cont'd)

as to the effectiveness of established security policy and the extent of possibly erosive speculations; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U. S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

The SSC provides a representative to the USIB committee which develops the requirements for these programs and a full-time security officer to the staff of the Assistant Secretary of the Air Force (R&D) who manages these special programs to ensure uniform application of these security policy standards among participating agencies.

Security Research Staff

The Security Research Staff collects, develops and evaluates information for the purpose of detecting, preventing and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States; maintains liaison within this Agency and with various other government agencies to assure the free flow of highly sensitive information in connection with counterintelligence activities; conducts research in connection with employee loyalty cases; reviews and evaluates, on a continuing basis, security records of Agency employees to guard against penetration or defection or any association or activity contrary to the interests of the Agency; and coordinates the counterintelligence effort throughout the Office of Security.

Administration and Training Staff

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The Administration and Training Staff provides personnel, budget and fiscal, logistical, and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [REDACTED] foreign field units; develops and implements internal administrative policies and procedures pertaining to personnel, budget and fiscal, logistical and training matters; provides personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for Career Service Board, and consultation with supervisors for career management and development purposes; assumes accountability

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Administration and Training Staff (Cont'd)

for all property assigned to the domestic field stations and for certain technical equipment assigned to Headquarters; prepares administrative reports and studies on Office budget matters and maintains budget controls and financial records; prepares and executes the Agency Security Education Program; coordinates and administers formal and tutorial security training for the Office of Security and other Agency components.

Deputy Director for Physical, Technical and Overseas Security

The Deputy Director for Physical, Technical and Overseas Security assists the Director of Security with the planning, preparation, and execution of the Agency's security program insofar as it relates to the fields of physical, technical, and overseas security, and is directly responsible for planning and implementing the programs in such fields of security. Also, is responsible for the direction and coordination of security support requirements of Security Careerists assigned to other Agency components domestically and overseas.

Physical Security Division

The Physical Security Division establishes policies necessary to protect Agency classified material and to prevent the physical penetration of Agency areas, buildings, and installations; conducts periodic security surveys of domestic installations; initiates and encourages the development of devices to prevent or counter surreptitious entry into areas or safekeeping equipment; conducts a program to investigate and determine responsibility for reported security violations or noncompliance of Agency regulations; establishes and maintains necessary liaison with other Government agencies on security matters; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance for overseas installations; provides training in physical security procedures and equipment and safety fire prevention techniques to the personnel of the Office of Security and other components, as requested.

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Overseas Security Support Division

The Overseas Security Support Division provides staff guidance and assistance, through Area Divisions, to overseas establishments in the AF, EUR, NE and WH areas; ascertains the degree of compliance at overseas installations with security standards, regulations and policies, recommending or instituting corrective measures as required; develops and recommends physical security programs for overseas installations and determines the effectiveness of such programs; establishes and maintains a continuing liaison on overseas security problems with appropriate operational components, including SSU/DDP and pertinent U. S. Government agencies (liaison with U. S. Government agencies on technical security and polygraph matters is the responsibility of the Technical Division and the [redacted] Research Division, PS, respectively); provides security guidance and support in the development, implementation and activation of overseas installations of the Agency; plans, schedules and conducts the overseas security survey program, including special studies on matters of concern to the security of overseas installations; coordinates and schedules overseas technical [redacted] inspections and [redacted] [redacted] provides security support and guidance to security officers assigned to overseas installations and, as directed by the Director of Security, plans and conducts specific security investigations involving Agency personnel stationed overseas.

Deputy Director for Investigations and Operational Support

The Deputy Director for Investigations and Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigation [redacted] is directly responsible for planning and implementing the investigations and operational support programs through the administration and direction of the Office of Security [redacted] Also is responsible for conducting certain activities pertaining to the overall [redacted] program.

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Operational Support Division

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The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries;" furnishes security support, control and guidance to special and sensitive projects of the Agency; conducts security surveys [REDACTED]

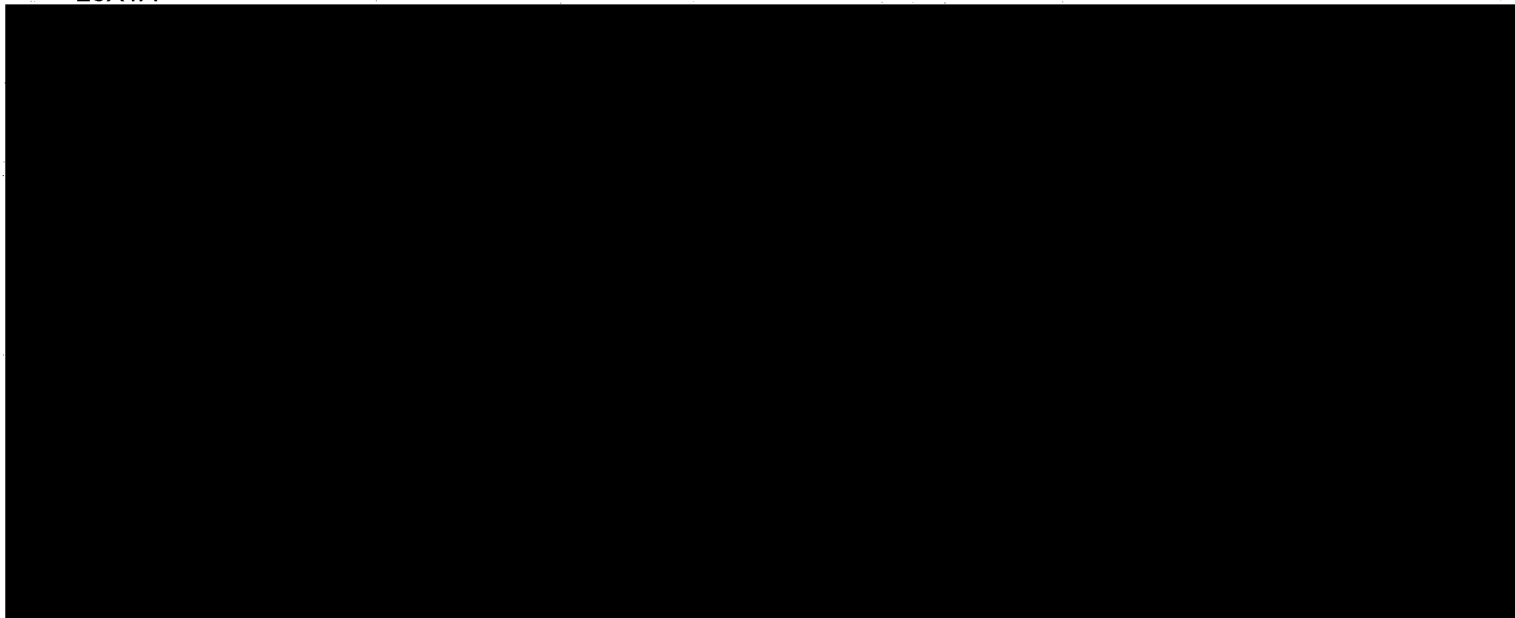
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Investigations Division

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by or associated with the Agency; evaluates available information and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division schedules field investigations, including checks of other government agencies, on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; monitors the progress of these investigations and gives necessary guidance to the field; evaluates investigative results and other pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use; conducts continual research of organizations and personalities of security significance, and gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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Deputy Director for Personnel Security

The Deputy Director for Personnel Security assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel security, polygraph [REDACTED] and records and communication activities, and is directly responsible for planning and implementing the programs in such fields of security. The DD/PS is also responsible for liaison with the Federal Bureau of Investigation, Secret Service, White House, and appropriate representation on the Agency's Applicant Review Panel and Overseas Candidate Review Panel.

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Research Division

The [REDACTED] Research Division conducts security interviews utilizing polygraph and general techniques to assist those officials charged with making security and suitability decisions on candidates to be employed, associated, or used by the Agency. The program includes the giving of such interviews and examinations to applicants for employment, candidates for contract association, candidates for formal assignment to CIA or to CIA buildings, certain contractors' personnel, [REDACTED]

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Personnel Security Division

The Personnel Security Division prescribes collection requirements for security information to be obtained by investigative methods on all personnel to be employed by, detailed or assigned to, or associated with the Agency in an overt or semi-covert capacity including: staff personnel, contract personnel, detailed and assigned personnel, consultants, [REDACTED] alien employees, contractor personnel under Agency contracts, Government liaison contacts, non-Government contacts, and support personnel from GSA and private firms; analyzes the security information obtained pursuant to the collection requirements; approves the employment of or association with such personnel or recommends security disapproval or referral of case to Applicant Review Panel; performs continual research on persons and organizations of security interest to the Agency; maintains liaison with other Government agencies for the exchange of personnel security information and security clearance certifications; administers Agency-wide security reinvestigation program which updates security clearances and approvals every five years; reviews and approves or recommends disapproval of issuance of special codeword clearances for Agency personnel, consultants, contractor personnel and certain members of the Executive Branch of the Government; reviews and approves or recommends disapproval, from a security standpoint, of changes in assignment of personnel between major components of the Agency or between Headquarters and overseas (or refers to Overseas Candidate Review Panel); gives security guidance to, and exercises controls over, Agency personnel with regard to their participation in certain outside activities having

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Personnel Security Division (Cont'd)

25X1A security implications; briefs all overt and semi-covert personnel departing for overseas travel or
25X1A terminating employment or association with the Agency; debriefs all overt and semi-covert personnel
returning from overseas; affords denied area briefings to Agency personnel, consultants and persons
[redacted] analyzes, records and replies, where desirable, to non-
specific and crank correspondence from the general public; provides formal security monitoring and
advice to: [redacted] liaison officers throughout the
Agency, Honor and Merit Awards Board, Suggestion Awards Committee, Employee Activity Association
and Government Employee Health Association.

The Personnel Security Division is readily available to Agency personnel with personal problems to
provide twenty-four hour services which include counseling and guidance, instruction on the Agency's
code of conduct requirements, liaison with police departments and other law enforcement agencies,
and liaison with the Offices of Personnel and Medical Services. When the personal problem seriously
threatens Agency security, the Personnel Security Division recommends disposition of the case, e. g.
transfer, termination, referral to the Personnel Evaluation Board.

Security Records and Communications Division

The Security Records and Communications Division provides current and long-range support to the
Office of Security through the effective development, management, utilization and protection of
security records, including records research, and ADP operational programs for Office of Security
components; maintains complete and current records and indices of security information on personnel
and organizations of interest to the Agency; maintains liaison with other government agencies
for the release of personnel security information; and initiates records processing on all overt and
covert clearance and operational support requests. Maintains a master index of persons throughout
both the intelligence community and private industry who have been approved for access to certain
sensitive intelligence gathering projects and resultant products. This index also records personnel of
the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic
clearances. Provides a central registry for the Office of Security to receive, sort and distribute

Security Records and Communications Division (Cont'd)

25X1A incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U. S. Government agencies; operates a teletype communications system between Headquarters and the [REDACTED] field offices; operates the Office of Security reference library and controls all Top Secret material within the Office of Security.

The Security Records and Communications Division maintains records of 19 separate compartmented security access approvals (the majority of these are for the intelligence community on a world-wide basis; the other areas are for the Agency only, non-USIB agencies such as Presidential White House staffs and panels and the Bureau of the Budget); monitors the policy of the [REDACTED] "T" systems regarding need-to-know and supplies raw data for quarterly White House reports on T-KH billets; coordinates within the intelligence community on accuracy of records and reporting of procedures and clearance requests and conducts briefings on all clearances as may be required as well as the international clearances, [REDACTED]

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Deputy Director for Physical, Technical and Overseas Security

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Physical Security Division

The Physical Security Division establishes policies necessary to protect Agency classified material and to prevent the physical penetration of Agency areas, buildings, and installations; conducts periodic security surveys of domestic installations; initiates and encourages the development of devices to prevent or counter surreptitious entry into areas or safekeeping equipment; conducts a program to investigate and determine responsibility for reported security violations or noncompliance of Agency regulations; establishes and maintains necessary liaison with other Government agencies on security matters; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance for overseas installations; provides training in physical security procedures and equipment and safety fire prevention techniques to the personnel of the Office of Security and other components, as requested.

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Overseas Security Support Division

The Overseas Security Support Division provides staff guidance and assistance, through Area Divisions, to overseas establishments in the AF, EUR, NE and WH areas; ascertains the degree of compliance at overseas installations with security standards, regulations and policies, recommending or instituting corrective measures as required; develops and recommends physical security programs for overseas installations and determines the effectiveness of such programs; establishes and maintains a continuing liaison on overseas security problems with appropriate operational components, including SSU/DDP and pertinent U. S. Government agencies (liaison with U. S. Government agencies on technical security and polygraph matters is the responsibility of the Technical Division and the [REDACTED] Research Division, PS, respectively); provides security guidance and support in the development, implementation and activation of overseas installations of the Agency; plans, schedules and conducts the overseas security survey program including special studies on matters of concern to the security of overseas installations; coordinates and schedules overseas technical [REDACTED] inspections [REDACTED] [REDACTED] provides security support and guidance to security officers assigned to overseas installations and, as directed by the Director of Security, plans and conducts specific security investigations involving Agency personnel stationed overseas.

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Deputy Director for Physical, Technical and Overseas Security

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Special Security Center

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The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; notifies news media to keep currently informed

Special Security Center (Cont'd)

as to the effectiveness of established security policy and the extent of possibly erosive speculations; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U. S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

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Security Research Staff

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Deputy Director for Investigations and Operational Support

The Deputy Director for Investigations and Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigation and the [REDACTED] is directly responsible for planning and implementing the investigations and operational support programs through the administration and direction of the Office of Security [REDACTED] Also is responsible for conducting certain activities pertaining to the overall [REDACTED] program.

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Operational Support Division

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The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries;" furnishes security support, control and guidance to special and sensitive projects of the Agency; conducts security surveys [REDACTED]



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Investigations Division

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by or associated with the Agency; evaluates available information and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division schedules field investigations, including checks of other government agencies, on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; monitors the progress of these investigations and gives necessary guidance to the field; evaluates investigative results and other pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use; conducts continual research of organizations and personalities of security significance, and gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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Deputy Director for Investigations and Operational Support

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Operational Support Division

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Research Division

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The Research Division conducts security interviews utilizing polygraph and general techniques to assist those officials charged with making security and suitability decisions on candidates to be employed, associated, or used by the Agency. The program includes the giving of such interviews and examinations to applicants for employment, candidates for contract association, candidates for formal assignment to CIA or to CIA buildings, certain contractors' personnel,

Personnel Security Division

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The Personnel Security Division prescribes collection requirements for security information to be obtained by investigative methods on all personnel to be employed by, detailed or assigned to, or associated with the Agency in an overt or semi-covert capacity including: staff personnel, contract personnel, detailed and assigned personnel, consultants, alien employees, contractor personnel under Agency contracts, Government liaison contacts, non-Government contacts, and support personnel from GSA and private firms; analyzes the security information obtained pursuant to the collection requirements; approves the employment of or association with such personnel or recommends security disapproval or referral of case to Applicant Review Panel; performs continual research on persons and organizations of security interest to the Agency; maintains liaison with other Government agencies for the exchange of personnel security information and security clearance certifications; administers Agency-wide security reinvestigation program which updates security clearances and approvals every five years; reviews and approves or recommends disapproval of issuance of special codeword clearances for Agency personnel, consultants, contractor personnel and certain members of the Executive Branch of the Government; reviews and approves or recommends disapproval, from a security standpoint, of changes in assignment of personnel between major components of the Agency or between Headquarters and overseas (or refers to Overseas Candidate Review Panel); gives security guidance to, and exercises controls over, Agency personnel with regard to their participation in certain outside activities having

Personnel Security Division (Cont'd)

25X1A security implications; briefs all overt and semi-covert personnel departing for overseas travel or
25X1A terminating employment or association with the Agency; debriefs all overt and semi-covert personnel
returning from overseas; affords denied area briefings to Agency personnel, consultants and persons
analyzes, records and replies, where desirable, to non-
specific and crank correspondence from the general public; provides format security monitoring and
advice to: liaison officers throughout the
Agency, Honor and Merit Awards Board, Suggestion Awards Committee, Employee Activity Association
and Government Employee Health Association.

The Personnel Security Division is readily available to Agency personnel with personal problems to
provide twenty-four hour services which include counseling and guidance, instruction on the Agency's
code of conduct requirements, liaison with police departments and other law enforcement agencies,
and liaison with the Offices of Personnel and Medical Services. When the personal problem seriously
threatens Agency security, the Personnel Security Division recommends disposition of the case, e. g.
transfer, termination, referral to the Personnel Evaluation Board.

Security Records and Communications Division

The Security Records and Communications Division provides current and long-range support to the
Office of Security through the effective development, management, utilization and protection of
security records, including records research, and ADP operational programs for Office of Security
components; maintains complete and current records and indices of security information on personnel
and organizations of interest to the Agency; maintains liaison with other government agencies
for the release of personnel security information; and initiates records processing on all overt and
covert clearance and operational support requests. Maintains a master index of persons throughout
both the intelligence community and private industry who have been approved for access to certain
sensitive intelligence gathering projects and resultant products. This index also records personnel of
the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic
clearances. Provides a central registry for the Office of Security to receive, sort and distribute

Security Records and Communications Division (Cont'd)

25X1A incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U. S. Government agencies; operates a teletype communications system between Headquarters and the [REDACTED] field offices; operates the Office of Security reference library and controls all Top Secret material within the Office of Security.

The Security Records and Communications Division maintains records of 19 separate compartmented security access approvals (the majority of these are for the intelligence community on a world-wide basis; the other areas are for the Agency only, non-USIB agencies such as Presidential White House staffs and panels and the Bureau of the Budget); monitors the policy of the [REDACTED] "T" systems regarding need-to-know and supplies raw data for quarterly White House reports on T-KH billets; coordinates within the intelligence community on accuracy of records and reporting of procedures and clearance requests and conducts briefings on all clearances as may be required as well as the international clearances, [REDACTED]

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Sept. 1968

Deputy Director for Personnel Security

The Deputy Director for Personnel Security assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel security, polygraph [REDACTED], and records and communication activities, and is directly responsible for planning and implementing the programs in such fields of security. The DD/PS is also responsible for liaison with the Federal Bureau of Investigation, Secret Service, White House, and appropriate representation on the Agency's Applicant Review Panel and Overseas Candidate Review Panel.

Interrogation Research Division

The Interrogation Research Division conducts security interviews utilizing polygraph and general interrogation techniques to assist those officials charged with making security and suitability decisions on candidates to be employed, associated, or used by the Agency. The program includes the giving of such interviews and examinations to applicants for employment, candidates for contract association, candidates for formal assignment to CIA or to CIA buildings, certain contractors' personnel, [REDACTED]

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Personnel Security Division

STATSPEC

The Personnel Security Division prescribes collection requirements for security information to be obtained by investigative methods on all personnel to be employed by, detailed or assigned to, or associated with the Agency in an overt or semi-covert capacity including: staff personnel, contract personnel, detailed and assigned personnel, consultants, [REDACTED] alien employees, contractor personnel under Agency contracts, Government liaison contacts, non-Government contacts, and support personnel from GSA and private firms; analyzes the security information obtained pursuant to the collection requirements; approves the employment of or association with such personnel or recommends security disapproval or referral of case to Applicant Review Panel; performs continual research on persons and organizations of security interest to the Agency; maintains liaison with other Government agencies for the exchange of personnel security information and security clearance certifications; administers Agency-wide security reinvestigation program which updates security clearances and approvals every five years; reviews and approves or recommends disapproval of issuance of special codeword clearances for Agency personnel, consultants, contractor personnel and certain members of the Executive Branch of the Government; reviews and approves or recommends disapproval, from a security standpoint, of changes in assignment of personnel between major components of the Agency or between Headquarters and overseas (or refers to Overseas Candidate Review Panel); gives security guidance to, and exercises controls over, Agency personnel with regard to their participation in certain outside activities having

Personnel Security Division (Cont'd)

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specific and crank correspondence from the general public; provides format security monitoring and
advice to: ██████████ liaison officers throughout the
Agency, Honor and Merit Awards Board, Suggestion Awards Committee, Employee Activity Association
and Government Employee Health Association.

The Personnel Security Division is readily available to Agency personnel with personal problems to
provide twenty-four hour services which include counseling and guidance, instruction on the Agency's
code of conduct requirements, liaison with police departments and other law enforcement agencies,
and liaison with the Offices of Personnel and Medical Services. When the personal problem seriously
threatens Agency security, the Personnel Security Division recommends disposition of the case, e.g.
transfer, termination, referral to the Personnel Evaluation Board.

Security Records and Communications Division

The Security Records and Communications Division provides current and long-range support to the
Office of Security through the effective development, management, utilization and protection of
security records, including records research, and ADP operational programs for Office of Security
components; maintains complete and current records and indices of security information on personnel
and organizations of interest to the Agency; maintains liaison with other government agencies
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SEP 5 1968

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Research Division

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25X1A [REDACTED]

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Security Records and Communications Division (Cont'd)

25X1A

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12 June 1967

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT

Office of the Director

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates, through investigation, technical [REDACTED] and liaison contact with other U. S. Agencies, pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counterintelligence programs; establishes physical security safeguards for Agency establishments; determines the effectiveness with which security programs and policies are being accomplished and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

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The Director of Security institutes, implements and conducts technical [REDACTED] programs for the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; investigates reports of security violations and non-compliance with security policies or regulations; makes necessary inspections, investigations, and reports to assure proper maintenance of security; conducts certain activities pertaining to over-all [REDACTED] program; conducts research in security fields; provides security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance and assistance for the development of similar overseas programs; develops and publishes uniform security policies, standards, and procedures for the establishment and maintenance of security of Agency industrial contractual arrangements and for keeping such contract security matters under continuing and centralized cognizance.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Office of the Director (Cont'd)

The Director of Security, as Chairman of the Security Committee of the United States Intelligence Board (USIB), initiates appropriate investigative action and damage assessments in the event of an unauthorized disclosure affecting U. S. intelligence sources and methods; and advises the U. S. Intelligence Community on security matters of concern and promotes uniform security standards and practices within the community.

Executive Staff

The Executive Staff serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components and provides Office of Security support to the Security Committee of the United States Intelligence Board. The Staff establishes security policy for a sensitive interdepartmental intelligence collection program; provides for the delegation of security responsibility to the various departments and agencies who participate in the program; conducts surveys of certain activities of such departments and agencies; effects [REDACTED] which require investigation and/or possible action by the Security Committee of USIB. 25X1A

The Executive Staff furnishes security guidance, concerning matters dealing with the public release of information, to the director of a sensitive intelligence gathering program. This guidance represents the position of the DCI as developed by the Staff and approved by the Director of Security. The Staff prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information; prepares or coordinates Agency policies, procedures, regulations and issuances of a security nature; serves as the focal point for the coordination of action papers which transcend major Office of Security organizational components; provides security policy for the maintenance

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Executive Staff (Cont'd)

of two interdepartmental, compartmented security control systems and determines whether or not these policies are being followed by other departments and agencies concerned; provides the security advisor to a compartmented committee of USIB; monitors individual briefings and debriefings for compartmented security programs operating within the CIA and the intelligence community. As appropriate, conducts such briefings and debriefings within the CIA, the Executive Office of the President and other departments and agencies, not represented on USIB.

The Executive Staff provides the DCI representative on the National Military Information Disclosure Policy Committee (NDPC); recommends the security position on proposed releases of National Intelligence Estimates to foreign governments; furnishes security policy advice on proposed legislation, Executive Orders or other issuances concerning matters of Agency security interest. The Staff conducts special security studies on matters having security policy implications and recommends action, as appropriate, to the Security Committee of USIB; prepares Office of Security reports on plans, production, progress, and objectives; functions as the overall staff for ADP planning and policies; provides CIA security support planning for war and emergency situations; develops Office of Security emergency plan and provides executive administration of such plan; conducts special inspections for the Director of Security and maintains appropriate liaison with other government departments and agencies on matters of security policy concern.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Executive and Planning Division

The Executive and Planning Division serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components; prepares and/or coordinates Agency policies, procedures, regulations, and issuances of a security nature; serves as the focal point for the coordination of action papers which transcend major Office of Security organizational components; furnishes security policy advice on proposed legislation, Executive Orders or other matters of Agency security interest; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate; and prepares Office of Security reports on production, progress, and objectives.

The Division provides CIA Security support planning for War and Emergency situations; develops Office of Security emergency plans and provides executive administration of such plans; conducts studies, initiates policy recommendations and maintains liaison within the Office of Security and other CIA components in the field of automation; conducts sensitive inspections for the Director of Security and maintains appropriate liaison with other government agencies and departments on matters of security policy concern; provides the Executive Secretariat and alternate member to the Security Committee of the United States Intelligence Board; [REDACTED]

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[REDACTED] of classified information which would require investigation and/or possible action by the Security Committee of USIB; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate to the USIB Security Committee, and prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information.

The Division provides the DCI representative and alternate member on the National Military Information Disclosure Policy Committee (NDPC); coordinates NDPC policy matters and related papers having world-wide implications with the major CIA components; recommends the CIA position on proposed releases of National Intelligence Estimates and information to foreign governments; and visits foreign governments for the purpose of conducting surveys of their security programs.

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Special Security Center

The Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; formulates procedures for the implementation of this security policy on a community-wide basis; assures these programs the maximum protection by the application of uniform compartmented security control systems from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products; conducts in depth surveys and inspections as are required to develop policy requirements; conducts independently and in coordination with other agencies periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; monitors news media to keep currently informed as to the effectiveness of established security policy and the extent of possibly erosive speculations; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U. S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

The SSC provides a representative to the USIB committee which develops the requirements for these programs and a full-time security officer to the staff of the Assistant Secretary of the Air Force (R&D) who manages these special programs to insure uniform application of these security policy standards among participating agencies.

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Security Research Staff

The Security Research Staff collects, develops and evaluates information for the purpose of detecting, preventing and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States; maintains liaison within this Agency and with various other government agencies to assure the free flow of highly sensitive information in connection with counterintelligence activities; conducts research in connection with employee loyalty cases; reviews and evaluates, on a continuing basis, security records of Agency employees to guard against penetration or defection or any association or activity contrary to the interests of the Agency; and coordinates the counterintelligence effort throughout the Office of Security.

Administration and Training Staff

The Administration and Training Staff provides personnel, budget and fiscal, logistical, and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [REDACTED] foreign field units; develops and implements internal administrative policies and procedures pertaining to personnel, budget and fiscal, logistical and training matters; provides personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for Career Service Board, and consultation with supervisors for career management and development purposes; assumes accountability for all property assigned to the [REDACTED] field stations and for certain technical equipment assigned to Headquarters; manages official office entertainment, recreational and morale activities; prepares administrative reports and studies on Office budget matters and maintains budget controls and financial records; prepares and executes the Agency Security Education Program; and administers a security training program consisting of courses in various security specialties.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT

Deputy Director for Physical, Technical and Overseas Security

The Deputy Director for Physical, Technical and Overseas Security assists the Director of Security with the planning, preparation, and execution of the Agency's security program insofar as it relates to the fields of physical, technical, industrial security, and overseas security, and is directly responsible for planning and implementing the programs in such fields of security. Also, is responsible for the direction and coordination of security support requirements of Security Careerists assigned to other Agency components domestically and overseas.

Physical Security Division

The Physical Security Division establishes safeguards necessary to protect Agency classified material and to prevent the physical penetration of Agency areas, buildings, and installations; provides staff guidance and assistance, through Area Divisions, to overseas establishments; conducts periodic security surveys of domestic installations and of stations and bases in the WH, NE, and AF areas; initiates and encourages the development of devices to prevent or counter surreptitious entry into areas or safekeeping equipment; conducts a program to investigate and determine responsibility for reported security violations or non-compliance of Agency regulations; coordinates and implements emergency Security Support planning in critical areas overseas; establishes and maintains necessary liaison with other Government agencies on security matters; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance for overseas installations; provides training in physical security procedures and equipment and safety fire prevention techniques to the personnel of the Office of Security and other components, as requested.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Industrial Security Support Division

*deleted in 1967
not used in
1968*

The Industrial Security Support Division establishes policy and procedures for an Agency-wide Industrial Security Program to insure uniformity; maintains records concerning this program in an effort to provide quick reaction time to security requirements; monitors the Industrial Security Program to see that the policies and procedures are properly performed; conducts certain audits and surveys as required; and coordinates an effective CI/CE program in the Industrial Security Effort with the Security Research Staff of the Office of Security.

S-E-C-R-E-T

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Deputy Director for Investigations and Operational Support

The Deputy Director for Investigations and Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigations and the [REDACTED] and is directly responsible for planning and implementing the investigations and operational support programs through the administration and direction of the Office of Security [REDACTED] field offices. Also is responsible for conducting certain activities pertaining to the overall [REDACTED] program.

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Operational Support Division

The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries"; furnishes security support, control and guidance to special and sensitive projects of the Agency; conducts security surveys [REDACTED]

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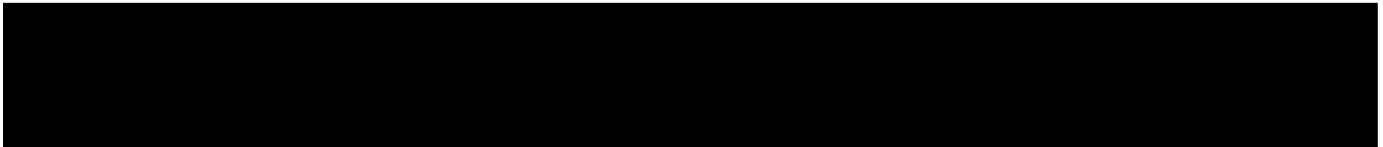
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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

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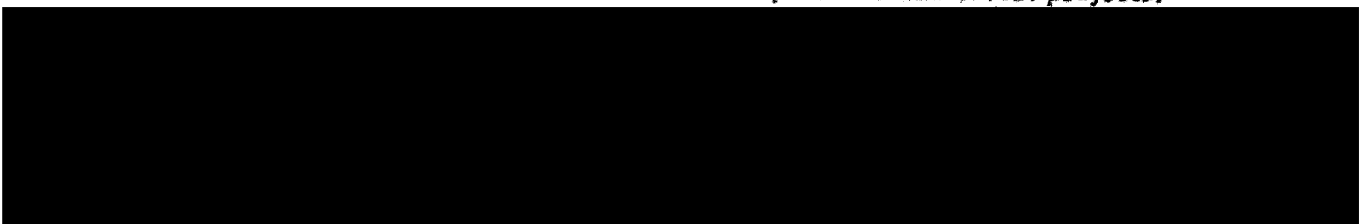
Operational Support Division (Cont'd)



Investigations Division

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by or associated with the Agency; evaluates available information and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division schedules field investigations, including checks of other government agencies, on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; monitors the progress of these investigations and gives necessary guidance to the field; evaluates investigative results and other pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use, conducts continual research of organizations and personalities of security significance; gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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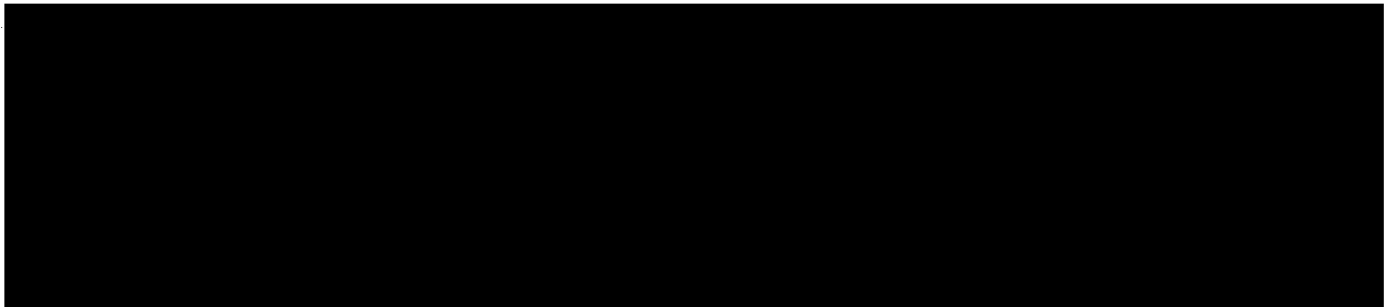
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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

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Deputy Director for Personnel Security

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[REDACTED] Research Division

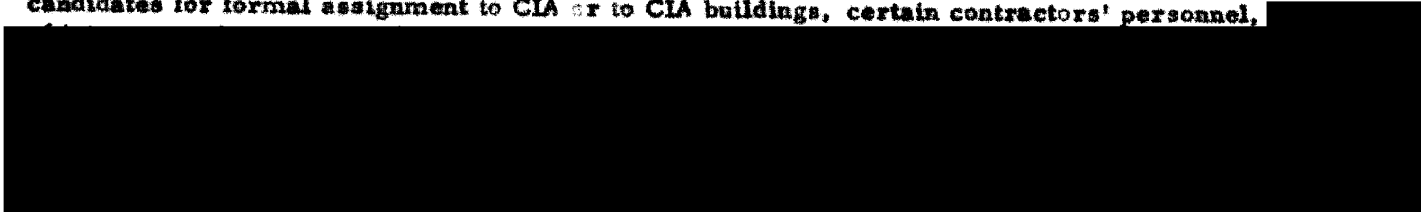
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S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Personnel Security Division

The Personnel Security Division prescribes collection requirements for information on personnel to be employed by, assigned to, or associated with, the Agency in an overt or semi-covert capacity; analyzes the reports of field investigations for overt and semi-covert personnel; approves such personnel for employment or association with the Agency or recommends disapproval from a security standpoint or recommends referral to the Applicant Review Panel, of which Panel a member of the Personnel Security Division is a participant; performs continual research of information on persons and organizations of interest to the Agency; maintains liaison with other government agencies for the exchange of personnel security information; briefs and debriefs all overt and semi-covert personnel departing for overseas assignments or terminating employment; reviews and approves or recommends disapproval, from a security standpoint, changes in assignments in personnel between major components of the Agency or between Headquarters and overseas and requests for internal clearances; gives security guidance to, and exercises controls over, Headquarters employees with regard to their participation in certain outside activities having security implications; approves or recommends disapproval for special or codeword clearances for Agency personnel, Consultants, and others; controls liaison with other government agencies by security approving appropriate representatives of such agencies for contact; security monitors official travel to Iron Curtain countries; affords denied area briefings to Agency personnel, consultants, [REDACTED] affords these people a denied area debriefing upon their return from these trips; maintains liaison with various police departments.

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The Personnel Security Division is the main component concerned with the various problems affecting Agency employees and is the component handling security liaison matters with the White House.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)


Security Records and Communications Division

25X1A The Security Records and Communications Division provides current and long-range support to the Office of Security through the effective development, management, utilization and protection of security records including records research as well as records management and ADP programs for Office of Security components; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency; maintains liaison with other government agencies for the release of personnel security information; and initiates records processing on all overt and covert clearance and operational support requests. Maintains a master index of persons throughout both the intelligence community and private industry who have been approved for access to certain sensitive intelligence gathering projects and resultant products. This index also records personnel of the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic clearances. Provides a central registry for the Office of Security to receive, sort and distribute incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U. S. Government agencies; operates a teletype communications system between Headquarters and the [REDACTED] field offices; operates the Office of Security reference library and controls all Top Secret material within the Office of Security.

1 The Security Records and Communications Division maintains records of 19 separate compartmented security access approvals (the majority of these are for the intelligence community on a world-wide basis; the other areas are for the Agency only, non-USIB agencies such as Presidential White House staffs and panels and the Bureau of the Budget); monitors the policy of the [REDACTED] and "T" systems 25X1A regarding need-to-know and supplies raw data for quarterly White House reports on T-KH billets; coordinates within the intelligence community on accuracy of records and reporting of procedures and clearance requests and conducts briefings on all clearances as may be required as well as the international clearances, [REDACTED]

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S-E-C-R-E-T

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Attached was furnished to A&TS through Chief, Executive Staff, June 13, 1967.</p> <p style="text-align: center;">  15 June 1967 </p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive & Planning Division [REDACTED]		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: 1. We have received a request from O/PPB for submission of FY 1968 Operating Budget and FY 1969 Preliminary Office Estimates due to SPA/DDS 12 June 1967. Several schedules are required which I am preparing. In addition each office is asked to submit an Organizational Chart and Functional Statement which I thought perhaps you could better prepare. The functions and activities of each organizational unit should be described in the order of its appearance on the organizational chart. The extant chart and statement may need only minor changes since they have apparently been revised only recently. I am thinking of overseas activities [REDACTED] which are not now reflected.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OS/B&F - [REDACTED] x5346			31 MAY 1967

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OFFICE OF THE DIRECTOR

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates, through investigation, technical [REDACTED] and liaison contact with other U. S. Agencies, pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counterintelligence programs; establishes physical security safeguards for Agency establishments; determines the effectiveness with which security programs and policies are being accomplished and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

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The Director of Security institutes, implements and conducts technical [REDACTED] programs for the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; investigates reports of security violations and non-compliance with security policies or regulations; makes necessary inspections, investigations, and reports to assure proper maintenance of security; conducts certain activities pertaining to over-all

[REDACTED] program; conducts research in security fields; provides security support and trained professional security officers, as required, to Agency

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components and domestic and foreign installations and operations; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance and assistance for the development of similar overseas programs; develops and publishes uniform security policies, standards, and procedures for the establishment and maintenance of security of Agency industrial contractual arrangements and for keeping such contract security matters under continuing and centralized cognizance.

The Director of Security, as Chairman of the Security Committee of the United States Intelligence Board (USIB), initiates appropriate investigative action and damage assessments in the event of an unauthorized disclosure affecting U. S. intelligence sources and methods; and advises the U. S. Intelligence Community on security matters of concern and promotes uniform security standards and practices within the community.

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2	C/ES	6/6/67	JK
3	D/S	6/6/67	JK
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Functional Statements for the Office of the Director.</p> <p><i>will be used by A+TS in connection with spec story budget FY 68</i></p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted] DC/EPD 4E38			6/5/67

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EXECUTIVE STAFF

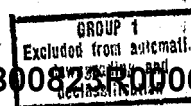
~~11/28/97~~

The ~~Security Policy~~ & Executive Staff serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components and provides Office of Security support to the Security Committee of the United States Intelligence Board. The Staff establishes security policy for a sensitive interdepartmental intelligence collection program; provides for the delegation of security responsibility to the various departments and agencies who participate in the program; conducts surveys of certain activities of such departments and agencies.

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The ~~Security Policy~~ & Executive Staff furnishes security guidance, concerning matters dealing with the public release of information, to the director of a sensitive intelligence gathering program. This guidance represents the position of the DCI as developed by the Staff and approved by the Director of Security. The Staff prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information; prepares or coordinates Agency policies, procedures, regulations,

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and issuances of a security nature; serves as the focal point for the coordination of action papers which transcend major Office of Security organizational components; provides security policy for the maintenance of two interdepartmental, compartmented security control systems and determines whether or not these policies are being followed by other departments and agencies concerned; and provides the security advisor to a compartmented committee of USIB; Monitors individual briefings and debriefings for compartmented security programs operating within the CIA and the intelligence community. As appropriate, conducts such briefings and debriefings within the CIA, the Executive Office of the President and other departments and agencies. The EXECUTIVE STAFF provides the ^{DCI} ~~CIA~~ representative on the ^{NATIONAL MILITARY INFORMATION DISCLOSURE} ~~United States Military Policy Committee (NDPC)~~; ~~Information Control Committee~~; recommends the security position on proposed releases of National Intelligence Estimates to foreign governments; furnishes security policy advice on proposed legislation, Executive Orders or other issuances concerning matters of Agency security interest. The Staff conducts special security studies on matters having security policy implications and recommends action, as appropriate, to the Security Committee of USIB; prepares Office of Security reports on plans, production, progress, and objectives; provides CIA security support planning for war and emergency

functions as the overall staff for NDPC planning and policies;

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situations; develops Office of Security emergency plans and provides executive administration of such plans; conducts special inspections for the Director of Security. ^{and} The Staff maintains appropriate liaison with other government departments and agencies on matters of security policy concern.

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SENDER'S CHECK CLASSIFICATION TOP AND BOTTOM			
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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2	C/EXECUTIVE STAFF	6/6/67	je
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ACTION		DIRECT REPLY	PREPARE REPLY
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks: FUNCTIONAL STATEMENTS OF STAFF - TAKEN FROM OUR STATISTICAL NOTEBOOK; FY 1965 - SEEMS TO COVER OUR BASIC FUNCTION - THESE STATEMENTS WILL BE USED BY D&TS IN CONNECTION WITH PREPARING BUDGET FY 68, ETC.			
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			6-5-67

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EXECUTIVE AND PLANNING DIVISIONI. MISSIONTHE EXECUTIVE AND PLANNING DIVISION

Serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components; Prepares and/or coordinates Agency policies, procedures, regulations, and issuances of a security nature; Serves as the focal point for the coordination of action papers which transcends major Office of Security organizational components; Furnishes security policy advice on proposed legislation, Executive Orders or other matters of Agency security interest; Conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate; ^{and} Prepares Office of Security reports on production, progress, and objectives. ^{It The Division} Provides CIA Security support planning for War and Emergency situations; Develops Office of Security emergency plans and provides executive administration of such plans; Conducts sensitive inspections for the Director of Security and maintains appropriate liaison with other government agencies and departments on matters of security policy concern; Provides the Executive Secretariat and alternate member to the Security Committee of the United States Intelligence Board; [REDACTED]

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downgrading and
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[REDACTED] of classified information which would require investigation and/or possible action by the Security Committee of USIB; Conduct special security studies and reviews on matters having security policy implications and recommends action as appropriate to the USIB Security Committee; ^{and} Prepares damage assessments pertaining to unauthorized disclosures or foreign penetrations affecting intelligence information. ^{R the Division DCI} Provides the CIA representative and alternate member on the ^{NATIONAL MILITARY INFORMATION DISCLOSURE} United States Military Information Control Policy Committee (NDPC); ^{Policy Committee (NDPC)} Committee. Recommends the CIA position on proposed releases of National Intelligence Estimates and information to foreign governments, and visits foreign governments for the purpose of conducting surveys and reviews of their security programs.

Coordinate NDPC policy matters and related matters with the major CIA components;

HAVING WORLD-WIDE IMPLICATION

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	6/2	[Signature]
	[Redacted]		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
✓ CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p>EPD Functional Statements - Taken from the OS Data Book, FY 1965.</p> <p>The statements are current -- No updating appears necessary.</p> <p>OK</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted]			6-2-67
<div style="display: flex; justify-content: space-between;"> UNCLASSIFIED CONFIDENTIAL SECRET </div>			

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SPECIAL SECURITY CENTER

As part of the Executive Staff the Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; ~~it~~ formulates procedures for the implementation of this security policy on a community-wide basis; ~~By application of uniform compartmented security control systems maximum protection is thus afforded these programs from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products;~~ *provides these programs the maximum protection*

The Center conducts in depth ~~such~~ surveys and inspections as are required to develop policy requirements ~~and~~ conducts independently and in coordination with other agencies, periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information

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related to these programs; It monitors news media to keep currently informed as to the effectiveness of established security policy and the extent of possibly erosive speculations;

To ensure most effective protection of these programs among personnel in US Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels, the Center closely monitors the processing of all special clearance actions and conducts the briefings and debriefings of personnel involved. It also provides other briefings when called ^{required} so to do.

The SSC ^{a representative to the USIB Committee which develops the requirements for these programs} also provides a full-time security officer to the staff and

of the Assistant Secretary of the Air Force (R&D) who manages these special programs to insure uniform application of these security policy standards among participating agencies.